

MINUTES OF THE REGULAR MEETING
OF THE
ST. CLAIR SHORES PUBLIC LIBRARY BOARD

Library Reading Lounge

Thursday, April 15, 2021

PRESENT:

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| President: | Ms. Madeline Bialecki |
| Vice-President: | Mrs. Judy Eggly |
| Secretary: | Mrs. Monie Smith |
| Trustee: | Ms. Eileen Sullivan |
| City Librarian: | Mrs. Rosemary Orlando |
| Councilman/Library Board Liaison: | Mr. Ron Frederick |

EXCUSED:

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| Trustee: | Mrs. Joan Perry |
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I. ROLL CALL

Bialecki called the meeting to order at 9:32 a.m.

II. ADOPTION OF AGENDA

It was moved by Eggly, supported by Smith, to adopt the agenda.

Ayes: Bialecki, Eggly, Smith, Sullivan

Nays: None

Motion carried.

III. APPROVAL OF THE MINUTES

It was moved by Smith, supported by Eggly, to approve the minutes of the Annual Meeting of the Library Board of Trustees held on March 18, 2021.

Ayes: Bialecki, Eggly, Smith, Sullivan

Nays: None

Motion Carried.

IV. REPORT OF LIBRARIAN

A. Correspondence

1. Note from the Friends of the Library

Orlando stated that she received a note from the Friends of the Library that included a newsletter article from a neighboring library's Friends group stating that their bookstore would soon be open to the public. Orlando reported that our Friends group hope to have an informal meeting in the next few weeks. She said that she does not expect our Book Shop to open soon, or to be able to accept donations in the near future. The Library is not hosting or sponsoring events in the building and continue to have social distancing practices in place. Orlando will suggest that the Friends discuss having a book sale out of doors.

B. Library Information

1. Summer Reading Clubs (SRC)

Orlando indicated that the staff is planning to host both the Adult and Youth Services Reading Clubs. The Youth Services Club is going to meet outdoors at Blossom Heath.

The Adult Services Librarians are busy planning virtual programming for their SRC program as well.

2. Library Hours of Operation

Orlando reported that Library's hours of operation continue to be at full-service hours with the evening patron count rather low. Bialecki asked if the Library could track the number of people in the building during that time period. Orlando stated that the number of transactions during that time can be reported but not the number of people. However, the Library staff walk through the building each hour and tally the number of people in the building. Orlando reminded the Board that summer hours for the Library begin on Saturday, May 29. The Library will be closed on Saturdays beginning May 29 through September 4, 2021. Orlando stated that due to low patronage, the Library has been closed on Saturdays for decades.

3. Shorewood Kiwanis Donation

Orlando reported that the Shorewood Kiwanis generously donated \$1,500.00 to support the Youth Services Summer Reading Club. The money will be used to purchase "Reading Buddies." Each child will receive a small stuffed animal to bring with them to the SRC programs and to read to all summer. The donation will also fund one of the Take and Make kits this summer. A sticker will be placed on all items acknowledging the Shorewood Kiwanis' donation.

4. Michigan Activity Pass Program (MAP)

Michigan Activity Pass allows Michigan residents to check out free or discounted passes to over 400 Michigan destinations using their library card. This is the 14th year of the program. The passes can be printed from the Library's website by clicking on the MAP hot air balloon link on the Library's website.

5. Databases

Orlando stated that she received the Suburban Library Cooperative's annual survey which gathers information about next year's database purchases. Orlando stated this is why she requested additional funds in the Services portion of the Library budget. The cooperative will recommend databases for purchase, but in the past, the Library did not have budgeted funds to purchase them. This is due in part because each agency has different fiscal years.

6. History Walk

The Library will be hosting the History Walk during the month of June, instead of May, as was reported at the last meeting. Sixteen St. Clair Shores businesses will be highlighted featuring historic photos along the walkway in front of the Library.

7. Cultural Committee

At the April 14, 2021, Cultural Committee meeting, a guest asked how the Committee raises funds. The Committee outlined its major fundraisers, and it was suggested that the Committee place a donation jar at the Library when hosting events. Orlando was asked if this was possible. She replied that events held at the Library are free. If a group were to place a jar for donations at an event, this would need to be approved by the Library Board. The Board discussed this idea. After a lengthy discussion, the Board felt that all activities at the Library should continue to be free and that there was no need to change this practice.

8. *Go Library Card* Discount Program

Orlando explained that the *Go Library Card* Discount Program promotes select area merchants and restaurants that give a discount when patrons show their library card. There is no fee for businesses to sign up to participate in this program. A list of participating businesses in Macomb County are listed on the Library's website through the *Go Library Card* link.

9. 21/22 Budget Hearings

Orlando stated that the Library's budget hearing will take place on Monday, April 26. She will highlight a few of the proposed changes for the 21/22 budget, including funds for a consultant to provide the cost for renovating the Youth Services Room.

10. Quarantining of Library Material

Orlando stated that at the Suburban Library Cooperative director's meeting on April 8, 2021, the directors voted to change the quarantine time for library materials from 96 hours to 24 hours.

11. April is Poetry Month

Orlando stated that in honor of Poetry Month the Library has a "black-out poetry" Take and Make kit for patrons. They can send in pictures of their poetry, and it will be posted to the Library's Facebook page.

V. FINANCIAL REPORT

It was moved by Eggly, supported by Sullivan, to receive and file the following Financial Reports:

- A. General Fund Year-to-Date Budget Report--Balance as of February 28, 2021
- B. General Fund Year-to-Date Budget Report—Balance as of March 31, 2021
- C. Museum Year-to-Date Budget Report—Balance as of February 28, 2021
- D. Museum Year-to-Date Budget Report—Balance as of March 31, 2021
- E. Cooperative Centralized Purchasing Account – Balance as of \$29,919.52 as of March 31,2021
- J. Cooperative Rental Video Account – Balance as \$4,546.00 of March 31, 2021

Ayes: Bialecki, Eggly, Smith, Sullivan

Nays: None

Motion carried.

VI. ANNOUNCEMENTS FOR CITY COUNCIL MEETING

Orlando thanked Councilman Frederick for his Library announcement at the City Council meetings. Councilman Frederick stated that he continues to get comments about the Library from residents when he is out in the community.

VII. ACTION ITEMS

1. Material Selection and Collection Development Policy

After a brief discussion, it was moved by Eggly, supported by Smith, to approve the revised Material Selection and Collection Development Policy for the St. Clair Shores Public Library.

Ayes: Bialecki, Eggly, Smith, Sullivan

Nays: None

Motion carried.

VIII. COMMENTS BY INDIVIDUAL BOARD MEMBERS

Eggly inquired about the rental book fees. Orlando stated that at this time, rental fees are not being collected on rental books. A brief discussion took place regarding local libraries that are not collecting overdue fees on any library materials.

Bialecki stated that the Clinton-Macomb Library subscribes to the online version of the *Foundation Directory*. Patrons can use the database in-house without any restrictions. She was extremely pleased that she did not have to go down to Wayne State University to access this valuable and every expensive database.

Councilman Frederick stated that in the past Library Board members did attend the budget meetings in support of the Library.

IX. AUDIENCE PARTICIPATION

None

X. ADJOURNMENT

It was moved by Eggly, supported by Smith, to adjourn the meeting at 10:15 a.m.

Ayes: Bialecki, Eggly, Smith, Sullivan

Nays: None

Motion carried.

The next meeting of the of the Library Board of Trustees is scheduled for Thursday, May 20, 2021, at 9:30 a.m.

Respectfully Submitted,

Monie Smith, Secretary